



THE PERSONAL TRAINING ACADEMY GLOBAL'S GUIDE TO

PERSONAL TRAINING STUDY GUIDE

Study Guide Authored by Raphael Konforti

Activities Created by Mindilyn Jorgensen

Preface

Introduction to the Course

Welcome to the Personal Training Academy Global 's Personal Training Study Guide. This study guide is designed to complement your online PTA Global coursework and manual. By using this study guide in conjunction with the video course and manual, you can master the basic concepts presented in the course and more effectively prepare for your certification exam.

How to Use this Study Guide

Simply follow the study guide, read the corresponding sections, and download the appropriate materials from the online course, and complete the assignments. The study guide has been carefully organized to break down complex concepts into manageable sections. Each section is filled with information that will help you focus on key points, deepen your knowledge, and apply your new skills.

Study Tips

The following tips should help maximize your success in preparing for your certification exam.

- **Pace yourself:** You will be spending time reviewing course materials, including videos, the manual, and other content. Allow yourself enough time to thoroughly review the materials and comprehend the information before progressing within the study guide.
- **Schedule your study time:** It is helpful to set aside designated times in your schedule to complete the coursework and study guide. Enter them in your calendar and make sure to stick to them.
- **Download notes, PTA Global tools, and other materials:** As you proceed through the online videos, you'll find many have PowerPoint notes and additional materials available for download. Print the documents and save them somewhere safe for future use.
- **Read and re-read:** When reviewing the course materials, scan the information once to obtain an overview of the materials. Then, go back and read the information thoroughly, noting important information, key terms, and concepts.
- **Take time to think:** Stop frequently as you review course material to consider the concepts presented. Ask yourself how you can apply the information and techniques covered.
- **Lighten up:** Use a highlighter to accent important concepts and information, or areas that may require additional review or practice.
- **Get bold:** Key terms and concepts appear in **bold type** to help you focus your review.

- **Do the activities:** There are various learning activities throughout this study guide. Simply click on the link within this document to be connected to the individual activity online. If you prefer, to print off all the activities at once, you can download the Learning Activity Booklet [here](#). The answer key can be downloaded [here](#).
- **Practice, practice, practice:** Remember, regular review and application of these principles are essential to your success. Whenever possible, apply what you have learned to help master concepts and improve your techniques. Grab a friend or co-worker and practice tools and techniques. Some great principles to try right away are the Program Design Questionnaire, Decisional Balance Sheet, and Kaizen-6.

Table of Contents

INTRODUCTION	7
SECTION 1: THE MOTIVATION SYSTEM	9
Chapter 1: Understanding Communication	9
Chapter 2: Changing Behavior.....	10
Chapter 3: The Interview.....	13
Chapter 4: The Motivation System.....	15
SECTION 2: THE SCIENCES	16
Chapter 5: Systems of the Body	16
Chapter 6: Cardiorespiratory System	16
Chapter 7: Nervous System.....	17
Chapter 8: Digestive System	17
Chapter 9: Energy Systems.....	17
Chapter 10: Endocrine System	18
Chapter 11: The Skeletal System.....	19
Chapter 12: The Muscular System	19
SECTION 3: THE MOVEMENT SYSTEM	21
Chapter 13: Functional Anatomy	21
Chapter 14: Posture	24
Chapter 15: Exercise Equipment	26

SECTION 4: THE CLIENT SCREENING SYSTEM	27
Chapter 16: Fitness Testing	27
SECTION 5: THE PROGRAMMING SYSTEM	30
Chapter 17: Programming Concepts	30
Chapter 18: Program Design Model	31
Chapter 19: Flexibility and Mobility Training	35
Chapter 20: Core Training	37
Chapter 21: Reactive, Agility, Quickness, and Speed Training and Games	37
Chapter 22: Cardiovascular and Energy System Development Programming	38
Chapter 23: Additional Programming Considerations	40
Chapter 24: Creating a Program	43
SECTION 6: SPECIAL POPULATIONS	46
Chapter 25: Older Adults	46
Chapter 26: Pregnant Women	48
Chapter 27: Children	50
Chapter 28: Overweight and Obese Adults	51
SECTION 7: BODY COMPOSITION AND NUTRITION	52
Chapter 29: Body Composition	52
Chapter 30: Nutrition	55

SECTION 8: THE BUSINESS OF PERSONAL TRAINING..... 62

Chapter 31: Building Your Business..... 62

Chapter 32: Maintaining Your Business 65

Chapter 33: Marketing and Advertising 68

Chapter 34: Liability and Risk 69

Chapter 35: The Practical Side of Being a Personal Trainer 70

SECTION 9: EXAM PREPARATION AND CERTIFICATION 71

Chapter 36: Exam Preparation and Certification 71

Introduction

The introduction explains what it means to be a fitness professional, what your role is in helping people, and how you can help people achieve their goals. It is important for fitness professionals to understand there is no one “right” way to train. Yes, there are certain things a trainer should or should not do within their scope of practice. However, there are many ways to guide clients toward their goals. Each client has a different history, a difference body, a different goal, and different movement styles. Therefore, it is essential to listen to our clients and factor these unique characteristics into our training programs and techniques.

Scope of Practice

Fitness professionals, even those who hold industry certifications, cannot diagnose, treat, prescribe, or rehabilitate at any time, under any circumstances. This helps to ensure the safety of client and members and limits the fitness professional’s personal and professional liability. Yet it’s easy, and unfortunately all too common, for fitness professionals to operate outside their scope of practice. Activities within the fitness professional’s scope of practice include:

- Screen clients for pre-disease or chronic diseases
- Assess clients for movement limitations
- Document all session information
- Design exercise programs
- Design sports-performance programs
- Design post-rehabilitation programs
- Coach and motivate clients
- Implement programs from primary care providers
- Refer clients to appropriate healthcare providers.

Activities that fall outside the fitness professional’s scope of practice include:

- Diagnose
- Prescribe
- Treat
- Rehabilitate
- Administer
- Counsel.

It is important to understand that fitness professionals cannot apply manual therapy (e.g. massage) or instruct clients on what to eat. However, we can recommend self-myofascial release (foam rolling) techniques, provide clients with accredited resources for nutrition, and offer general advice. For example, a fitness professional can’t say, “You need to eat

chicken.” However, it is appropriate to say, “As you can see on the label, chicken is an excellent source of protein. According to the government’s myplate.gov website, protein is essential to building and maintaining muscle according. This is important because your goal is to build muscle.” This sample dialogue doesn’t tell the client to eat chicken, but instead provides them with information and approved resources so they can draw their own dietary conclusions. This also takes into account that a fitness professional may not know about a client’s food allergies or other potentially dangerous dietary constraints.

Section 1: The Motivation System

Chapter 1: Understanding Communication

Your knowledge of training and sciences are only as effective as your ability to communicate and connect with clients. From your first meeting with a customer to retaining long-term clients, communication is critical.

First encounters with a client can happen anywhere because everyone is a potential client. Ensure you make a positive first impression by treating every person you meet with respect and purpose. This can be accomplished by taking advantage of the **primacy effect**, or a person's natural inclination to remember their first encounter with you, whether positive or negative, much more than any future encounters.

Listening is one of the most underrated elements of communication. In fact, good listening ability is the foundation of effective communication. Be sure to understand and **five levels of listening**, with a goal to learn and implement **empathetic listening**.

One effective communication technique is to paraphrase what clients say, repeating their messages in their own words. By using consistent language, you appeal to their individual **sensory representation system**, which defines how the mind processes and stores information. The three systems include visual, auditory, and kinesthetic.



[Learning Activity 1.1: Developing Rapport](#)

In addition to recognizing the type of communicator someone is, it is also helpful to identify their unique temperament, or personality type. The four major temperaments are **director, analytical, amiable, and expressive**. Learn to identify each temperament and know how to adjust your communication style with each of them. Use **mirroring** and **open-ended questions** to build rapport and learn as much as possible about the client. Remember, the goal is to have the client do most of the talking.

By developing interviewing skills, fitness professionals can help clients examine their goals, behaviors, intentions, fears, and motivations. These skills include verbal extraction, reflective listening, affirmation, reframing, gap analysis, root cause analysis, and conversational alignment.



[Learning Activity 1.2: Interviewing Skills](#)

There are two basic motivational theories that explain the internal processes that move people toward their goals. These are **drive theory** and **incentive theory**. By understanding these elements of human behavior, fitness professionals can help move clients toward what they truly desire.